OFFICE OF THE JUDGE PRESIDENT
GAUTENG LOCAL DIVISION OF THE HIGH COURT OF SOUTH AFRICA
Private Bag X7, JOHANNESBURG 2000
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Corner Pritchard & Von Brandis Streets, Johannesburg
NWalkinshaw@judiciary.org.za

TO:
1. The National Bar Council of South Africa
2. The General Bar Council of South Africa
3. The Johannesburg Society of Advocates
4. Law Society of South Africa
5. Law Society of the Northern Provinces
6. Black Lawyers Association
7. Johannesburg Attorneys Association
8. Gauteng Attorneys Association
9. West Rand Attorneys Association
10. Office of the State Attorney
11. The Chief Registrar & Registrars - Gauteng Local Division of the High Court of South Africa.

JUDGE PRESIDENT'S PRACTICE DIRECTIVE 3 of 2018

RE: REQUESTING AND COLLECTING ARCHIVED FILES: GAUTENG LOCAL DIVISION OF THE HIGH COURT OF SOUTH AFRICA, JOHANNESBURG

1. Effective the 30th July 2018 [Third Court Term of 2018], all requests for retrieval of archived files (i.e. files of two (2) years ago or older) are to be submitted through an email to the designated email address: JHBfiles@judiciary.org.za.

2. The subject line of the email should contain ONLY the case number and parties, e.g. *2015/220015 Dlamini, Jackson v Bester, Esmerelda*

3. The body of the email should contain ONLY the reason for requesting the file and the email signature/business card of the requestor.

4. An automatic reply will be delivered confirming receipt of the email and advising the requestor of the process after request as set out herein.

5. All requests received by 13:00 (1 pm) will be attended to the same day. Requests received after 13:00 will be attended to on the following court day.

6. The requestor will receive an email once the requested file is ready for collection. Where only a court order is needed, only the requested court order will be made available for collection, not the entire file.

7. Once an email is received indicating that the file is ready for collection, the file should be collected within the next 2 court days. Upon expiry of 2 court days after the email communication, the file will be returned to the archives.

8. Files are to be collected at the gated space next to Room 008 between 09:00 (9 am) and 13:00 (1 pm) on court days. The properly completed and printed file request form, of which a template is annexed hereto, should be handed in upon receipt of the file.

9. Requests for files that are not located immediately will be carried over to the next Wednesday. If the second attempt to locate the file proves unsuccessful and circumstances permit, the requestor may receive an email advising that the requestor should attend at Room 008 on the Friday to open a duplicate file subject

to compliance with Chapter 9.22 of the Gauteng Local Division Practice Manual (issued 16 February 2018).

10. All archive spaces within the court premises are permanently closed to the public. No public members shall interact with archives officials for file requests.

11. From the 1st of August 2018 the current drop-box system will not be in operation. ALL requests for archived files should be made per email.

12. Files of the current and previous (i.e. latest two years) are in Room 008 and these files are not affected by this Practice Directive. Files in Room 008 will as far as possible, be provided immediately upon receipt of a properly completed file request form.

I trust that you will find this in order.

Sincerely,



D MLAMBO
JUDGE PRESIDENT
GAUTENG HIGH COURTS
24 JULY 2018